

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Community Assistant	<b>Level:</b> N/A
<b>Title Code No:</b> 56056	<b>Salary:</b> \$29,391.00/\$33,800.00 -\$38,131.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Community Assistant	<b>Work location:</b> 151 E 151 St BRONX, NY 10451
<b>Division/Work Unit:</b> Family Services/PATH/Family Intake	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Sun.-Thurs. 12:00am-8:00am	<b>Agency Tracking #:</b> 3035 <b>POSITION#:</b> 1673

**Job Description**

The NYC Department of Homeless Services seeks a Community Assistant to work in our Family Intake Unit within the Division of Family Services. Family Intake operates 24/7 as the City's intake center serving families with children seeking shelter and services. The site in the Bronx operates 24 hours per day, and new sites will open in Manhattan, Brooklyn and Queens which will operate from 8AM-10PM, Monday through Saturday. The selected candidate may be placed in any of these sites. Under the supervision of senior Operations staff, Community Assistant assist in unloading, organizing and distributing food, supplies and other deliveries; provide client food and baggage check in/out services; perform general janitorial duties and maintenance functions. In addition, s/he provides courteous general client support services, and completes administrative tasks such as filing, record keeping, answering telephones, making referrals, taking messages and acting as messengers.

**Qualification Requirements**

1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.
2. Candidates must be able to understand and be understood in English.

**Preferred Skills**

Certified food handler certificate.

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply:**

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

**Post Date:** 3/29/2016

**Post Until:** 4/12/2016

**JVN:** 071-2016-236939

**The City of New York is an Equal Opportunity Employer.**